

AGS OPERATIONS PROCEDURES MANUAL

2.7 LOGKEEPING

Text Pages 1 through 2

Hand Processed Changes

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Revision No. 01

Approved: _____
AGS Department Chairman Date

P. Ingrassia

2.7 LOGKEEPING

1. Purpose

The writing of operating logs is an established practice for all operating groups in order to fully record the data necessary to provide an accurate history of accelerator operation. Events are recorded in a timely fashion in order to ensure the accuracy of the entry. The scope, type, and format for each log is determined by each operating group. This includes documentation of actions taken, activities completed, transfer of information among operators, and data necessary for event reconstruction.

The operating logs are reviewed at the start of each shift by the on-coming personnel so that operations personnel are aware of the information contained therein.

2. Guidelines

2.1 Establishment of Operating Logs

Written logs should be the responsibility of the senior person in the on-shift operating group. Operating logs contain highlights of the shifts problems and notes on exceptions to normal running conditions.

2.2 Timeliness of Recordings

Information is promptly recorded in the logbook as soon as is reasonably achievable. Notes may be kept in scratch pads, for example a stenographers notebook, to ensure timely recording of events, and then be transferred to make legible entries in the log at shifts end.

2.3 Information to be Recorded

The following should be recorded in at least one station log, although any one log might not contain all of these items:

- a. information pertaining to the safe and efficient operation of the accelerator,
- b. special instructions,
- c. personnel call-ins,
- d. unusual incidents,
- e. shift summaries,
- f. facility mode or condition changes (e.g., shutdown, operations, physics running, start-up, or studies),
- g. configurations outside the Operating Envelope,
- h. status changes to safety-related and other major facility equipment,
- i. occurrence of any reportable events (see OPM 10.1),
- j. and Access Control (Security) System incidents. To aid events reconstruction, as much significant information as possible should be logged during emergencies and abnormal or unexpected events. However, logkeeping should not take precedence over controlling and monitoring the facility.

2.4 Legibility

Entries are to be legible and made with a pen in a color that can be photocopied.

2.5 Corrections

Incorrect entries are to be crossed out with a single line and are not to be completely obscured.

2.6 Log Review

Logbooks, or photocopies, are to be made readily available and are to be reviewed by supervisors and other interested group leaders and system specialists.

2.7 Care and Keeping of Logs

2.7.1 MCR Logbooks for the current running cycle will be stored in the MCR or Modeling Room so that they are available for persons returning after an absence.

2.7.2 MCR Logs from previous running cycles are stored in steel cabinets in the AGS warehouse.

2.7.3 MCR Logs from previous running cycles may be retrieved by specifying the log and the time period of interest to the Head of the MCR Group and asking for the log.